

# Charter

**NASA**

National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812

MSFC Information Technology Strategy and Investment Board (IT SIB)	MPD 1150.1	Charter Number: MC-30
		Effective Date: November 24, 2008

**Subject:** MSFC Information Technology Strategy and Investment Board (IT SIB)

## 1. PURPOSE

- a. The MSFC IT SIB provides a Center-level forum to discuss IT strategy, IT architecture, IT investment prioritization and selection when visibility, integration, and understanding are needed to drive alignment with Center and Agency goals and objectives.
- b. The MSFC IT SIB is responsible for recommending decisions to MSFC governing councils regarding implementing IT strategy, architecture, investment prioritization and selection at the Center level, and ensuring implementation of NASA IT policies and processes.
- c. The MSFC Chief Information Officer (CIO) serves as the MFSC IT SIB Chairperson, presenting analysis, recommendations and decisions on behalf of the Center to the Integrated Management Systems Board (IMSB). The MFSC IT SIB is a subcommittee of the IMSB.
- d. The Chairperson makes decisions after discovery, discussion, and debate.

## 2. AUTHORITY

- a. IMSB-Plan-2800.1 "MSFC Center IT Governance and Organizational Alignment Plan"
- b. MPD 1150.1 – MC-21 "Integrated Management System Board"

## 3. RESPONSIBILITIES

The MSFC IT SIB shall:

- a. Ensure alignment and implementation of MSFC IT strategy, policy, investments, and cross-cutting processes consistent with NASA policy and guidance.
- b. Review and approve the Center's IT investment portfolios for Science and Engineering applications, Project Management applications, Business Management applications, Infrastructure applications, and Infrastructure services. The dollar threshold for approval shall be in accordance with the IMSB approved threshold.

- c. Review the Center's Highly Specialized IT investment portfolio.
- d. Review and approve the Center's Enterprise Architecture developed by the MSFC Enterprise Architecture Advisory Committee.
- e. Review and recommend the Center's IT investment portfolio performance and key decision point approvals and actions.

#### 4. METHOD OF OPERATION

- a. The Chairperson shall convene the MFSC IT SIB to discharge the responsibilities and perform the functions of the Board.
- b. A quorum is established when representatives for at least two-thirds of the member organizations participate in a meeting.
- c. The results of MFSC IT SIB assessments and decisions shall be documented in the form of findings, recommendations, required actions, and meeting minutes.
- d. Attendance and participation by other Center personnel shall be as determined by the Chairperson and may be recommended by the members.
- e. The MSFC IT SIB Secretariat shall be responsible for overall coordination of the Committee activities including presentation outlines, meeting agendas, assignments for preparation of briefing materials, and records management.

#### 5. FREQUENCY OF MEETINGS

The MSFC IT SIB shall meet on a quarterly basis, or more frequently if required.

#### 6. MEMBERSHIP

The following are official members of the MSFC IT SIB:

Chief Information Officer, Chairperson

(The Deputy Chief Information Officer may chair the MSFC IT SIB in the absence of the Chief Information Officer.)

Office of Strategic Analysis and Communications, Deputy Director

Office of Center Operations, Deputy Director

Office of the Chief Financial Officer, Deputy

Office of Human Capital, Deputy Director

Office of Procurement, Deputy Director

Ares Project Office, Deputy Director

Engineering Directorate, Associate Director for Operations

Safety and Mission Assurance Directorate, Deputy Director

Science and Mission Systems Office, Deputy Director

Shuttle Propulsion Office, Deputy Director  
Secretariat (non-voting)

b. If a designated representative is unable to participate, then an approved alternate is acceptable. However, alternates are expected to speak authoritatively for their respective organizations.

7. DURATION OF APPOINTMENT

a. This charter shall be in effect for a period of three years and will be reviewed/renewed as appropriate.

b. Members shall serve until appointments are rescinded by memorandum of membership from the MFSC IT SIB Chairperson.

A handwritten signature in black ink, appearing to read "D. A. King", is written above the printed name and title.

David A King  
Director